



2023

ANNUAL TOWN MEETING WARRANT REPORT

Bedford, Massachusetts

TABLE OF CONTENTS

To the Voters	2
Finance Committee Report.....	4
Capital Expenditure Committee Report	7
Warrant for 2023 Annual Town Meeting	13
Article 1 Reports of Town Officers and Committees.....	13
Article 2 Debate Rules	13
Article 3 Consent Article	13
Article 4 Bills of Prior Year.....	15
Article 5 General Bylaw Amendment—Revolving Funds	15
Article 6 Revolving Funds Expenditure Limits.....	16
Article 7 Community Preservation Budget—Fiscal Year 2024.....	17
Article 8 Proposed Fiscal Year 2024 Capital Projects Plan.....	18
Article 9 PEG Access and Cable Expense Related Budget—Fiscal Year 2024.....	20
Article 10 Supplement Operating Budget for Fiscal Year 2023 and Articles of the 2022 Annual Town Meeting.....	20
Article 11 Salary Administration Plan Bylaw Amendment—Classification & Wage Schedule	21
Article 12 Operating Budgets—Fiscal Year 2024.....	25
Article 13 Ambulance Enterprise Budget—Fiscal Year 2024	25
Article 14 Salary Plan Additional Funding.....	26
Article 15 Supplement Accrued Leave Fund.....	27
Article 16 Stabilization Fund	27
Article 17 Other Post-Employment Benefits Liability Trust Fund Appropriation	27
Article 18 Appropriate Funds for Transportation Infrastructure Fund	28
Article 19 300 th Anniversary Stabilization Fund Appropriation	28
Article 20 300 th Anniversary Stabilization Fund Appropriation—FY24 Expenses.....	28
Article 21 Free Cash.....	29
Article 22 Zoning Bylaw Amendment—Two-Family Dwellings.....	29
Town Meeting Procedures.....	34
Guidelines for Civil Discourse	37
PROPOSED FISCAL YEAR 2024 OPERATING BUDGET	38
Volunteer Opportunities and the Appointment Process.....	43
Town of Bedford Questionnaire for Volunteers.....	44

Cover designed by PB Dubois
Cover photo by Erin Chaney

To the Voters

Bedford's 2023 Annual Town Meeting, the required annual business meeting of the Town, will begin at 6:30pm on Monday, March 27, in the BHS Auditorium. If necessary, the session will continue to Tuesday, March 28.

Over the past three years, Bedford has held six Town Meetings in three different locations with two different start times, with each event providing an opportunity to evaluate the way we do business as a community and highlight areas for improvement. In the interest of increasing voter participation and awareness, the Town has switched from voice votes to hand-card votes, created explanatory videos of each warrant article for voters to view in advance, and offered pre-Town Meeting forums to answer questions about procedure and process. The Select Board also developed a brief survey about Town Meeting, as one step in a broader effort to address voter feedback about and interest in this form of government. We thank everyone who has already completed the survey; if you wish to submit your thoughts, you may do so until April 3 at this link: <https://www.surveymonkey.com/r/bedfordtownmeeting>

The Annual Town Meeting Warrant Report contains the information you need to prepare to vote on all the issues before the Town. We are grateful to our professional staff, as well as our elected and appointed boards and committees, who spend hours each year compiling, reviewing, and finalizing the Warrant, to help voters determine the health and direction of our common life together.

The articles contained in this Warrant reflect the operational needs and proposals for improvements to Town services for Fiscal Year 2024, based on information furnished to the Select Board, Finance Committee, and Capital Expenditure Committee by Town departments, boards, and committees. For each of the 22 articles in this year's Warrant, you will see the text of the article, followed by a brief explanation in italics, with recommendations from boards and committees provided as guidelines for your consideration.

Many of the articles are familiar, voted every year at Town Meeting: the Consent Article, Bills of Prior Years, Revolving Funds Expenditure Limits, and Salary Administration Plan Classification & Wage Schedule, to name just a few. Other articles provide voters new opportunities to address important and emerging needs in our community.

- ◁ Article 7 appropriates funds under the Community Preservation program for projects in Fiscal Year 2024, as well as debt payments for projects previously approved for bonding under Community Preservation. Recommended projects include funding for continued archival conservation of early Town record books; rehabilitation of athletic field fencing, the Springs Brook Park walkway, and the Buehler Conservation area; the Regional Housing Services Office affordable housing consultant, and the Bedford Housing Authority Life Management Program.
- ◁ Article 22, sponsored by the Planning Board, proposes changes to Bedford's zoning bylaws to allow two-family dwellings to be constructed in all residential districts, subject to certain size and siting requirements. This article aims to increase the range of housing choices available to residents, particularly for senior citizens and young adults, in response to the findings of the 2019 Housing Study.
- ◁ The Capital Projects Plan (Article 8), the Operating Budget (Article 12), the PEG Access and Cable Expense Related Budget (Article 9), and the Ambulance Enterprise Budget (Article 13) fund the Town's continuing operations for Fiscal Year 2024. Details concerning these budgets are contained in the reports of the Finance Committee and the Capital Expenditure Committee that follow in the next several pages. The Capital Projects Plan provides funding for 28 projects requested by various Town departments.

- ◁ Article 15 appropriates funds for the Accrued Leave Fund to assist the Town with making payments to retiring employees for time owed. Article 17 continues the Town's financial policy of funding a portion of the liability for other post-employment benefits (OPEB), principally for retiree health insurance. Article 19 sets aside funds for the celebration of the Town's 300th anniversary in 2029.

Please bring this booklet with you to Town Meeting, to refer to each article as it is presented and voted on. We are grateful for your continued commitment to Bedford, and we look forward to seeing you at Town Meeting.

Emily Mitchell
Chair of the Select Board

Finance Committee Report

The Finance Committee presents for your approval the Fiscal Year 2024 operating budget that supports the excellent quality of life we enjoy in Bedford. It is based on sound financial planning and careful review of departmental requests. The Finance Committee, Town boards, committees and departments have attempted to find the appropriate balance between minimizing tax increases while maintaining the Town's historically sound financial position.

The Finance Committee began work on the operating budget in the fall, by first considering the available sources of revenue. Some of those sources were:

- ◁ Certified Free Cash from Fiscal Year 2023 was \$14,139,577. Our policy is to leave an amount equal to a minimum of 1% of the operating budget for FY2024 estimated at \$1,095,437 to mitigate uncertainty in estimates for various budget items including, but not limited to, local receipts and State Aid. This year, we recommend using \$8,900,000.
- ◁ \$1,833,013 is estimated from Payments in Lieu of Taxes (PILOT).□
- ◁ At this time, we are projecting \$9,152,006 for State Aid, which is an increase of 2.5% from FY23. The Governor's Budget will be released on March 1st this year.

As a starting point for each Town department and board, the Finance Committee determined initial budget guidelines by allocating available revenue based on a five-year average. This year, the Finance Committee recommended a guideline increase of 3.5% for the School Department and 3.5% for the Select Board, Board of Health, Library, and Planning Board budgets over FY2023. We developed the final operating budget accommodating several changes justified by the departments and other known items, which included:

- ◁ The Select Board budget increased 6.73% overall from FY2023 which includes a new Human Resources Position and the addition and integration of the MUNIS financial software which will be used town wide. Increased costs for materials and services had a major impact on the budget, with over \$900,000 in increases in contractual costs, goods, and services.
- ◁ The Non-Discretionary Budgets increased by \$1,150,081 or 3.02% from FY2023.

	FY2023	FY2024	Increase/	%
<i>Non-Discretionary Budgets</i>	Budget	Budget	Decrease	Change
Insurance & Benefits	15,056,877	14,983,208	(73,669)	-0.49%
Debt (Principal/Interest)	10,823,692	11,119,861	296,169	2.74%
Roads	1,651,870	1,651,870	-	0.00%
Refuse/Recycling	1,820,070	1,926,363	106,293	5.84%
Utilities	1,810,500	2,375,000	564,500	31.18%
Water Purchase	3,168,759	3,343,041	174,282	5.50%
MWRA Sewer	3,750,272	3,832,778	82,506	2.20%
Total Non-Discretionary Budgets	38,082,040	39,232,121	1,150,081	3.02%

- ◁ The School Department Budget increased 3.5%, or \$1,580,499, from FY2023.

- ◁ Stabilization Fund has a balance of \$4,177,763. This is at the middle of our target range of 2% to 6% of the operating budget which is approximately \$2.1M—\$6.3M. We are recommending a funding article of \$1,900,000 in FY2024 to return a withdrawal from this fund during Covid, which will increase this balance.
- ◁ Other Post-Employment Benefits Fund has a balance of \$14,527,565. We are recommending a funding article of \$1,385,180 in FY2024 to increase this balance.
- ◁ Growth allowed under Proposition 2 ½ is \$2,080,412, or an additional 2.5% increase of the tax levy. We recommend leaving \$8,034,657 in unused levy to help mitigate tax increases of the past few years. New Growth is estimated to be \$1,450,000.
- ◁◻◻ The committee has recommended approval of \$5,161,128 in capital projects to be funded using \$2,488,774 of the Tax Levy and \$2,672,354 funded by borrowing.

The Finance Committee recommends that Town Meeting adopt a Fiscal Year 2024 operating budget of \$109,573,714 and a total budget of \$118,556,267 including all Articles and Assessments, and an Ambulance Enterprise Operating Budget of \$1,207,840.

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
<u>Revenues</u>						
Tax Levy	72,596,035	75,512,581	78,772,900	81,690,647	85,271,659	88,581,702
Local Revenues	22,629,328	22,516,827	21,552,653	23,337,516	29,002,107	27,921,013
Other Sources*	9,362,229	10,300,314	10,367,790	12,435,922	9,805,217	10,058,209
<i>Total Revenues</i>	104,587,592	108,329,722	110,693,343	117,464,085	124,078,983	126,560,924
<u>Expenses</u>						
Operating Budget	90,086,963	94,602,613	98,192,005	103,921,509	105,744,694	109,573,713
Articles**/Other	5,163,900	4,485,241	3,198,306	4,351,202	8,250,006	7,998,379
Governmental Charges/Offsets	393,863	408,690	426,675	475,571	448,760	459,175
Overlay Reserve	223,135	387,735	519,134	516,825	522,805	525,000
Miscellaneous Charges	2,500	2,500	2,500	0	0	0
Snow Deficit	383,657	188,040	0	0	0	0
<i>Total Expenses</i>	96,254,018	100,074,819	102,338,620	109,265,107	114,966,265	118,556,267
<i>Surplus/(Deficit)</i>	8,333,574	8,254,903	8,354,723	8,198,978	9,112,718	8,004,657
<i>% Increase in Total Expenditures</i>	0.92%	3.97%	2.26%	6.77%	5.22%	3.12%
Average Assessed Residential Value	\$706,800	\$716,400	\$751,500	\$774,096	\$837,645	TBD
Residential Tax Rate per \$1,000 of value	\$12.96	\$13.18	\$13.53	\$13.58	12.48	TBD
Average Residential Tax	\$9,160	\$9,442	\$10,168	\$10,512	\$10,454	TBD
Average Community Preservation Tax	\$236	\$244	\$264	\$275	\$276	TBD
% Residential Increase	1.7%	3.1%	7.7%	3.4%	-0.6%	TBD

* Includes State Aid and Community Preservation

** Includes Capital Article, Community Preservation, Misc. Articles (excludes bonding), Other and Overlay Deficit

The current residential impact of \$100,000 in expenses is \$1.248 per \$100,000 of assessed value. For example, the impact of \$100,000 in expenses for a home with an assessed value of \$500,000 would be \$6.24 (5 × \$1.248).

The Fiscal Year 2024 budget presented to you accommodates justified requests from the Town departments and Schools. With your continued thoughtful deliberation and support, Bedford maintains the highest rating of AAA from the Standard & Poor's Rating Agency.

Acknowledgments

The Finance Committee receives assistance from many different Town employees, as well as elected officials, and members of other Town boards and committees, and receives and carefully considers Bedford resident comments on the matters it deliberates and makes decisions on. We appreciate everyone's advice, guidance, and opinions. The Finance Committee is particularly grateful to Dave Castellarin, Bedford's Finance Director. Dave's excellent work has been instrumental in allowing the Finance Committee to complete its FY 2024 budget preparation in a timely manner for consideration at the 2023 Annual Town Meeting. The Finance Committee is also greatly appreciative to the assistance and perspective it receives from Sarah Stanton, Bedford Town Manager; Philip Conrad, Superintendent of Schools; Julie Kirrane, Bedford School District's Director of Finance; the Bedford Committee; and the Bedford Select Board.

Respectfully submitted,
Ben Thomas, Chair
Abigail Seibert, Vice Chair
Karen Dunn, Clerk

Erica Liu	Elizabeth McClung	Paul Mortenson
Ron O'Brien	Tom Rowan	Stephen Steele

Capital Expenditure Committee Report

Introduction

The Capital Expenditure Committee (CEC) reviews and offers recommendations concerning all requests for funds for capital items and projects submitted by Town and School departments. These projects, and their costs, appear in Article 8 – Proposed Fiscal Year 2024 Capital Projects Plan, beginning on page 18 of the Annual Town Meeting Warrant.

Definition of Capital

The CEC defines a capital expenditure as any item or project expenditure of \$5,000 or more per item with a useful life of two or more years. Individual capital items of less than \$5,000 each are considered operating expenses and are funded through departmental operating budgets, with the exception of multiple, similar items that are “bundled” together to reach an amount that exceeds \$30,000.

Capital Projects Plan

The FY24 capital budget proposes to fund just over \$5.1 in capital investments, intersection and traffic improvements, and expansion of our recycling center at 108 Carlisle Road, as well as ongoing technology improvements for our schools and Town buildings.

Many of the projects included in the FY24 capital budget reflect the goals and priorities of the Select Board, such as an investment for the creation of a Tree Master Plan, intersection and accessibility improvements, and an ongoing effort to ensure safe and adequate facilities for numerous public buildings.

The Town Manager and Assistant Town Manager of Operations met with all Department Heads weekly, from July through September, to discuss their capital requests, year-to-date/historical spending, and timelines for project completion. These meetings resulted in each Department Head producing a formal presentation to the Capital Expenditure Committee, with extensive backup to justify the cost and need for each capital request, as well as producing documentation that aligns with Government Finance Officers Association (GFOA) standards. Department Heads also answered a series of questions provided by the CEC. GFOA sheets, questionnaires, and additional project back up materials are all posted on the Town Meeting webpage.

This season, the Capital Expenditure Committee met from September through December to review the overall capital plan, and meet with every Department Head who brought forth FY24 capital requests. In these meetings, Department Heads provided a thorough presentation that reviewed every project being requested for FY24. Department Heads also answered questions brought forward by the Capital Expenditure Committee about future capital requests included in the plan from FY25 through FY29.

The projects proposed for FY24 are explained in detail in this report, and listed in Article 8 of this Warrant. Five projects presented to the Capital Expenditure Committee were recommended for funding through the Community Preservation Budget (Article 7), due to eligibility. These projects are: Athletic Field Fencing, Buehler Conservation Area Rehabilitation, Job Lane House Roof Replacement, Old Town Hall Elevator Controls Replacement, and Springs Brook Park Walkway Rehabilitation.

The Capital Expenditure Committee also reviews the Road Resurfacing budget, which totals \$1,651,870, and is funded through the Department of Public Works operating budget and Chapter 90 state appropriation.

The capital budget before you reflects months of hard work and a commitment to capital budgeting transparency, accountability, and fiscal responsibility.

For projects 24-01 through 24-22: \$2,488,774 is to be funded through the tax levy or available funds. Bond authorizations are proposed for projects 24-23 through 24-28 in the amount of \$2,672,354.

Project #	Department	Project	Funding Source	Amount
24-01	School	All Schools Durable Furniture and Equipment Replacement Bedford Public Schools requests funds for the regular replacement of furniture, fixtures and equipment in classrooms, districtwide athletics programs, and the school lunch program. The district employs an asset-based life span replenishment model to ensure buildings have well-equipped instructional and programmatic spaces. Classroom furniture and identified equipment will be replaced in FY24 based on age and an assessment of condition based on typical life spans (Furniture, 15 20 years; Athletic equipment, 5 20 years; Kitchen equipment, 15 20 years).	Tax Levy	\$ 50,088
24-02	Facilities— School	All Schools Flooring School flooring (i.e. carpet, tiles, and base molding) replacement on a rotating basis. This year-long project is an efficient and cost-effective way to address the flooring replacement in sections due to the limited time and access to the building.	Tax Levy	\$ 76,650
24-03	School	All Schools Info Tech Plan Replacement Bedford Public Schools request funds for the necessary periodic replacement of IT equipment based on district experience of life spans and industry standards. Life spans of requested equipment range from 3 7 years. The computers, instructional technology, and infrastructure backbone are essential and integral parts of the school system on a day-to-day basis. Items covered by this funding include student and teacher devices including but not limited to, desktops, laptops, Chromebooks, classroom SMART displays for interactive student-based learning, as well as infrastructure including network switches, servers, and data storage equipment.	Tax Levy	\$ 498,900
24-04	Facilities— School	All Schools Interior Painting Classrooms are painted on a rotating basis. Painting crews are comprised of custodians and maintenance staff. Classrooms are painted before furniture is put back in the rooms. This process is repeated for every classroom identified to be painted. The process is also used for school hallways and other common areas.	Tax Levy	\$ 60,109
24-05	Facilities— School	All Schools Program Space Modifications Space renovations to accommodate learning and programming needs, based on the requests received from the principals at the end of the school year, for the upcoming year.	Tax Levy	\$ 46,506

24-06	DPW	Ash Tree Removal and Replacement Program/Tree Master Plan The purpose of this project is to develop a tree master plan and to facilitate the removal and replacement of diseased ash trees. Tens of millions of ash trees in 30 states have been severely impacted by an exotic beetle known as the emerald ash borer; Bedford has been impacted as well. In a preliminary study of 22 ash trees in the vicinity of Bedford Town Hall, 15 trees were immediately identified as needing to be removed, five were deemed as fair but at high risk, and only two were considered healthy. The purpose of the tree master plan is to identify specimen trees for targeted preservation; develop a planting plan for future resilience; and identify areas of future planting.	Tax Levy	\$ 150,000
24-07	Police	Ballistic Vests Bulletproof vests are designed to disperse the round's energy and deform the slug to minimize blunt force trauma. Hard body armor is made of strengthened steel plates. This life saving equipment is essential for police officers in the 21st century. Currently, ballistic vests are funded 50% by the federal government. Vests have a life span of five years with normal wear and are no longer covered under the manufacturer's warranty after that timeframe. Vest materials have chemical components like Kevlar, composites, or other types of fiber that degrade over time. Along with the Ballistic Vest Program reimbursement contribution this would allow for the issuance of new ballistic vests for all members of the Bedford Police Department.	Tax Levy	\$ 16,110
24-08	Facilities— Town	Current Fire Station Fire Sprinkler Dry System (Per Inspection Report) A 2018 inspection revealed some sprinkler heads are corroded, some sprinkler heads need to be relocated, and a new distribution may need to be re-designed. Repairs have been made over the past few years, but this work is now required to be completed due to inspection reports, regardless of the future use of the building.	Tax Levy	\$ 62,000
24-09	Facilities— Town	DPW Elevator Controls Replacement (State Mandated) This project replaces the conveying equipment controls, master control cabinet, and associated equipment. Replacement of these elevator controls is required by the state in order to keep the elevator in service.	Tax Levy	\$ 62,455
24-10	Fire	Shift Command Vehicle This vehicle will be an SUV/Pickup outfitted with the necessary technology and safety equipment to meet the demands required to supervise an emergency incident such as a fire, hazardous material spill, or serious motor vehicle accident.	Tax Levy	\$ 86,039

24-11	DPW	Stormwater Permit Requirements This is a multi-year project. Funding for this project will allow the Town to adhere to the Environmental Protection Agency's Phase 2 stormwater regulations which require proper management of stormwater discharges to reduce pollutants. The benefits of effective stormwater management are improved water quality to natural resources and potential reduction of flooding events by eliminating sediment in stormwater runoff. The work that is required to be performed by the Town includes public education about phosphorus use in fertilizers, GIS mapping and water sampling.	Tax Levy	\$ 100,000
24-12	Facilities— Town	Town Buildings/ Lightning Protection This request is to add lightning protection to Town buildings and equipment. Over the last few years, the Town has experienced increased level of lightning which causes damage to the property and equipment. FY24 proposes funding for design services to determine a phased installation of lightning protection in FY25 and FY26.	Tax Levy	\$ 68,500
24-13	Facilities— Town	Town Center/ Flooring Replacement of carpet and tiles that pose a tripping hazard on the ramps and flooring throughout Town Center.	Tax Levy	\$ 24,150
24-14	IT	Town- Copier Replacements This capital request is for the periodic replacement of Town copiers on a rotating schedule. There are ten (10) copiers that are supported by this replacement schedule, of which eight (8) are located in Town Departments, one in the Town Hall mail room and one in Town Center. The replacement cycle of these copiers is 6/ 10 years depending on their usage.	Tax Levy	\$ 6,775
24-15	IT	Town/ IT Equipment & Projects The Town IT Equipment Plan provides for the cyclical replacement of computers, printers, network switches, servers, backup systems and other IT equipment and systems for 15 Town departments. It follows a schedule based on the anticipated useful lifespan of the respective IT equipment and software items.	Tax Levy	\$ 147,042
24-16	Facilities— Town	Town Wide Elevator Fire Switches (State Mandated) To comply with the new requirements for elevator controls for fire switches. These new requirements were issued in 2022 by the MA Department of Public Safety. All elevators in every building must comply by November 2023. Modification of the control panel requires the manufacturers of the elevators to design and perform the work.	Tax Levy	\$ 124,000
24-17	DPW	Transportation Improvements/ Local Transit Initiatives Funding for accessibility improvements at MBTA bus stops, and the installation of a bus stop shelter at 310 The Great Road.	Tax Levy	\$ 25,000

24-18	DPW	Transportation Improvements North and Chelmsford Road Intersection Completion Funding for the completion of the North Road and Chelmsford Road intersection improvement project.	Tax Levy	\$ 210,000
24-19	DPW	Transportation Improvements Traffic Calming and Pavement Condition Index Oversight The Town requests funding for traffic improvements, and traffic calming measures throughout town based on urgency and safety needs determined by the DPW and Police Department.	Tax Levy	\$ 250,000
24-20	DPW	Turf Field Assessment Study This needs assessment is to evaluate a potential second location for a turf field. This study would be completed by a consultant, in conjunction with Town staff. This request does not change the need for funding to replace the existing Sabourin turf field.	Tax Levy	\$ 56,650
24-21	DPW	Vehicle and Equipment Replacement The Town maintains a fleet of over 100 vehicles and pieces of equipment. This includes over 75 vehicles and smaller pieces of equipment including cars, SUVs, pickup trucks, and small construction equipment. In FY24 the Town is requesting funding for four vehicles: one for the Facilities Department (\$54,500), one for the Police Department (\$84,000), one for the DPW Highway Division (\$84,000), and one for the DPW Grounds Division (\$95,300).	Tax Levy	\$ 317,800
24-22	DPW	Water Standpipe Rehabilitation This is a multi-year project. Water standpipes like any structure need maintenance. Ongoing water standpipe maintenance is critical to the water infrastructure. It not only affects water flow and pressure, but also water quality. The current request is for continued work as part of a comprehensive 15-year plan for the three water standpipes in Bedford.	Tax Levy	\$ 50,000
24-23	Facilities— Town	108 Carlisle Site Improvements (Salt Shed and Washing Station) This project is part of a long-term site development at 108 Carlisle Road. In prior fiscal years, funding for feasibility and design have been approved by Town Meeting. In FY24, the Town requests funds for the construction of a salt storage shed and washing station.	Bond	\$ 632,731
24-24	Facilities— School	All Schools- Comprehensive Security Equipment and Safety Plan The Town requests funding for a comprehensive security system to maximize the safety of the buildings for all four schools. Phase I will address the door access control and panic alarms, as well as a mass notification system.	Bond	\$ 350,000

24-25	DPW	Large Dump Truck Replacement The Town maintains 15 pieces of large construction related equipment. In FY24, the Town proposes to replace a dump truck that was purchased in 2006. The proposed catch basin cleaning equipment, which is included in the funding request, will allow the truck to assist in cleaning the Town's 1,946 catch basins, currently contracted at \$17.25 per basin.	Bond	\$ 329,623
24-26	DPW	Sewer Pump Station Program The Town maintains 30 sewer pump stations. Collectively they pump over three million gallons of wastewater per day. In addition to regular cleaning and maintenance, periodic capital improvements are required. Typical capital items include pumps, motors, and generators, as well as general pump station enclosure maintenance. FY24 work will address issues at the Bandera and Macintosh pump stations.	Bond	\$ 200,000
24-27	DPW	Sidewalk/Municipal Hardscape Improvements/ ADA Sidewalk Maintenance and Improvements In FY24, the Town proposes to perform work that will address sidewalk rehabilitation and ADA compliance needs by the Tot Lot as well as other areas in Town.	Bond	\$ 200,000
24-28	DPW	Transportation Improvements/ Summer Street Bridge Repairs (State Mandated) The Town requests funding to address state-mandated bridge repairs on the Summer Street bridge. The funding will go toward design, permitting, and construction to address significant structural issues as identified by MassDOT.	Bond	\$ 960,000

John Carbone, Chair
David McClung, Vice Chair
Emily Mitchell, Select Board Member
Brad Morrison, School Committee Member
Stephen Steele, Finance Committee Member
Tony Battaglia, At-Large
Mary Ellen Carter, At-Large

Warrant for 2023 Annual Town Meeting

To any of the Constables of the Town of Bedford in the County of Middlesex.

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Bedford, qualified to vote at Town Meeting for the transaction of Town affairs, to meet in said Town in the Bedford High School Auditorium, Monday, March 27, 2023, at 6:30 P.M., then and there to vote upon the following articles:

Article 1 Reports of Town Officers and Committees

To hear and act upon the reports of Town officers and committees.

This article provides for officers and committees so instructed to report to Town Meeting their progress or recommendations.

Article 2 Debate Rules

To determine whether the Town will vote to adopt the following procedure for the current Annual Town Meeting:

- A. The main motion having been submitted in advance, and presentations having been made available for viewing before the meeting, presentations will be limited to ten (10) minutes;
- B. No amendment shall be accepted unless submitted in writing. A speaker presenting an amendment to an article shall be limited to five (5) minutes;
- C. Speakers shall be limited to three (3) minutes;
- D. No article shall be presented after 10:15 P.M.;
- E. Town Meeting by majority vote may waive A, B, C, or D;

pass any vote or take any action relative thereto.

This article proposes time limitations on presentations and debate of articles before this Town Meeting.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended

Article 3 Consent Article

To determine whether the Town will vote to:

- A. Raise and appropriate the sum of \$85,000 for an audit of Fiscal Year 2023 and Other Post Employment Benefit actuary, and related services;
- B. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500 for the elderly so as to increase the gross receipts limitations to \$24,000 for a single person and \$34,000 for married persons and so as to increase the whole estate limitations to \$40,000 for a single person and

\$55,000 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000, effective in the Fiscal Year 2023;

- C. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2023;
- D. Authorize the Select Board, during Fiscal Year 2024, to acquire any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

pass any vote or take any action relative thereto.

Sections A–D of this article have been regularly voted by past Town Meetings.

Section A would appropriate funds for the Fiscal Year 2023 audit, other post-employment benefit actuarial report, and other related services.

Section B proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2024 to the eligibility age permitted, gross receipts, and whole estate limits set forth in Massachusetts General Laws pertaining to an existing elderly property tax exemption. This same provision has been approved by Town Meeting each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemption to be available. If this section is not adopted, the exemptions levels would return to Fiscal Year 2003 levels. At that time, property owners could qualify for the exemptions if they were 70 years old, had income (gross receipts) not more than \$13,000 for a single person and \$15,000 combined for two married people, and had combined assets (whole estate) of not more than \$28,000 for a single person and \$30,000 combined for two married people. Under this proposed article, the income limit would be increased to \$24,000 for a single person and \$34,000 combined for two married people, and the asset limit could be increased up to \$40,000 for a single person and \$55,000 combined for two married people. These are the maximums permitted under the law allowing property tax exemptions. Persons who qualified for exemptions in Fiscal Year 2003 were eligible for a maximum exemption of \$500. If Section B is approved as written, the exemption would increase 100% resulting in a maximum exemption of \$1,000. In Fiscal Years 2004 and 2005 the exemption was increased by only 50% resulting in a maximum exemption of \$750. Since Fiscal Year 2006 the exemption was increased by 100%, as is proposed for Fiscal Year 2023.

Section C proposes that the Town accept a state law provision that allows for increases in all property tax exemptions currently granted by the Town. This same provision has been approved by Town Meeting for each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemptions to be available. If Section C is not adopted, the exemptions levels would return to Fiscal Year 2003 levels, which at that time were as follows: Clause 17D allowed an exemption of up to \$175 for surviving spouses or minor children occupying a property; Clauses 22, 22A, 22B, 22C, 22D, and 22E allowed veterans exemptions of various types and amounts between a maximum of \$400 and \$2,500; Clause 37A allowed an exemption of up to \$500 for a blind person owning and occupying a property. Each clause has certain eligibility requirements that must be satisfied to receive the exemption and only one type of exemption can be granted for each property. If Section C is adopted, a uniform percentage increase of 100% would be applied to all of the exemptions. In Fiscal Years 2004 and 2005 the exemptions were increased by only 50%. Since Fiscal Year 2006 the exemption was increased by 100%, as is proposed for Fiscal Year 2023.

Section D proposes to delegate to the Select Board on behalf of the Town to accept any and all easements for sidewalks, trails, drainage, and other utility purposes during Fiscal Year 2024. Massachusetts General Laws otherwise require that Town Meeting accept any interest in real property including easements. In the course of the year, easements on private property are often required to implement sidewalk, trails, road, and drainage improvements. Providing the Select Board with the authority to accept easements will expedite planning and implementation of projects.

RECOMMENDATIONS

Select Board: Approval Recommended
 Finance Committee: Approval Recommended

Article 4
Bills of Prior Year

To determine whether the Town will vote to appropriate by transfer from available funds or otherwise provide a sum of money to pay for services rendered or goods received in a previous year; pass any vote or take any action relative thereto.

This article provides for the payment of bills that were not received in time for payment in prior fiscal years.

RECOMMENDATIONS

Select Board: Recommendation to be Given at Town Meeting
 Finance Committee: Recommendation to be Given at Town Meeting

Article 5
General Bylaw Amendment\ Revolving Funds

To determine whether the Town will vote to amend the General Bylaws of the Town of Bedford by adding three new revolving funds as follows; or pass any vote or take any action relative thereto:

Council on Aging Revolving Fund\ Council on Aging

Establish, pursuant to Massachusetts General Law, Chapter 44, Section 53E 1/2, a departmental revolving fund to receive fees charged for exercise and recreation programs arranged by the Council on Aging.

The Council on Aging is authorized to administer and expend funds for this program, such as instructor costs, up to a limit of \$35,000 in FY2024; pass any vote or take any other action relative thereto.

13.4.5.10 Council on Aging Revolving Fund

- 13.4.5.10.1 Fund Name.** There shall be a separate fund called the Council on Aging Revolving Fund authorized for the use of the Council on Aging.
- 13.4.5.10.2 Revenues.** The Town Accountant shall establish the Council on Aging Revolving Fund as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Council on Aging from participants of exercise and recreational programs.
- 13.4.5.10.3 Purposes and Expenditures.** During each fiscal year, the Council on Aging may incur liabilities against and spend monies from the Council on Aging Revolving Fund to pay program expenses and instructors.
- 13.4.5.10.4 Fiscal Years.** The Council on Aging Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

Athletic Fields Revolving Fund\ Recreation Department

Establish, pursuant to Massachusetts General Law, Chapter 44, Section 53E 1/2, a departmental revolving fund to receive fees charged for use of athletic fields, and to authorize the Recreation Department to administer and expend funds for this program, up to a limit of \$50,000 in FY2024; pass any vote or take any other action relative thereto.

13.4.5.11 Athletic Fields Revolving Fund

- 13.4.5.11.1 Fund Name.** There shall be a separate fund called the Athletic Fields Revolving Fund authorized for the use of the Recreation Department.
- 13.4.5.11.2 Revenues.** The Town Accountant shall establish the Athletic Fields Revolving Fund as a separate account and credit to the fund all of the monies, gifts, and fees charged and received by the Recreation Department from rentals of athletic fields.
- 13.4.5.11.3 Purposes and Expenditures.** During each fiscal year, the recreation department may incur liabilities against and spend monies from the Athletic Fields Revolving Fund to pay for field maintenance and utilities.
- 13.4.5.11.4 Fiscal Years.** The Athletic Fields Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

Biosafety Program Revolving Fund| Board of Health

Establish, pursuant to Massachusetts General Law, Chapter 44, Section 53E ½, a departmental revolving fund to receive fees charged for permits issued under the Bedford, MA Board of Health Regulations on Biosafety and the Use of Regulated Biological Agents and further, to authorize the Board of Health to administer and expend funds for this program, such as consultant costs, up to a limit of \$25,000 in FY2024; pass any vote or take any other action relative thereto.

13.4.5.12 Biosafety Program Revolving Fund

- 13.4.5.12.1 Fund Name.** There shall be a separate fund called the Biosafety Program Revolving Fund authorized for the use of the Board of Health.
- 13.4.5.12.2 Revenues.** The Town Accountant shall establish the Biosafety Program Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Board of Health from facilities that receive a Biosafety Permit from the Board of Health.
- 13.4.5.12.3 Purposes and Expenditures.** During each fiscal year, the Board of Health may incur liabilities against and spend monies from the Biosafety Program Revolving Fund for biosafety consulting services.
- 13.4.5.12.4 Fiscal Years.** The Biosafety Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

This article proposes to establish new revolving funds within the Town's General Bylaws.

RECOMMENDATIONS

Select Board: Approval Recommended
Finance Committee: Approval Recommended

Article 6 Revolving Funds Expenditure Limits

To determine whether the Town will vote to set Fiscal Year 2024 total expenditure limitations for the Revolving Funds authorized under Article 13, Section 13.4.4 of the General Bylaws of the Town:

Revolving Fund	Not to Exceed Expenditure Limit	June 30, 2022 Balance
Board of Library Trustees Revolving Fund	\$25,000	\$10,870
Conservation Commission Revolving Fund	\$100,000	\$3,726
Depot Park Revolving Fund	\$100,000	\$81,303
Old Town Hall and Town Center Revolving Fund	\$150,000	\$18,964
DPW Refuse and Recycling Revolving Fund	\$150,000	\$79,291

Facilities Department Energy Revolving Fund	\$100,000	\$65,836
Board of Health Revolving Fund	\$45,000	\$42,422
DPW Tree Mitigation Revolving Fund	\$50,000	\$0
DPW Sewer I/I Mitigation Fee Revolving Fund	\$900,000	\$0
Council on Aging Revolving Fund (New)	\$35,000	\$0
Athletic Fields Revolving Fund (New)	\$50,000	\$0
Board of Health Biosafety Permits (New)	\$25,000	\$0

or pass any vote or take any action relative thereto.

This article would establish the Fiscal Year 2024 expenditure limits for the Town's revolving funds as authorized under Article 13, Section 4 of the General Bylaws of the Town.

RECOMMENDATIONS

Select Board: Approval Recommended
 Finance Committee: Approval Recommended

Article 7 Community Preservation Budget Fiscal Year 2024

To determine whether the Town will vote to appropriate the sum of \$1,411,160 or any other sum, to act upon the recommendations of the Community Preservation Committee by appropriating or reserving the following amounts for Fiscal Year 2024 Community Preservation purposes with each item considered a separate appropriation; and to determine whether such sums shall be appropriated from Fiscal Year 2024 Community Preservation Fund Revenues or the current Community Preservation Fund Balance or Reserves, borrowed, or by any combination of these methods:

	FY2024 APPROPRIATIONS	FY2024 Funds
1.	Administrative	\$10,000
2.	Affordable Housing Consultant (Regional Housing Service Office)	\$38,000
3.	Archival Records Preservation	\$28,270
4.	Athletic Field Fencing Rehabilitation	\$43,000
5.	Bedford Housing Authority Life Management Program	\$37,817
6.	Bond Payment—350A Concord Road (end date of FY2026)	\$331,913
7.	Bond Payment—Town Hall MEP Project (end date of FY2026)	\$91,375
8.	Bond Payment—Liljegren Way/Mudge Way Athletic Fields (end date of FY2027)	\$111,500
9.	Bond Payment—Bedford Village (end date of FY2028)	\$167,790
10.	Bond Payment—Fawn Lake (end date of FY2030)	\$203,625
11.	Job Lane House Roof Rehabilitation	\$71,500
12.	Old Town Hall Elevator Controls Replacement	\$75,570
13.	Springs Brook Park Walkway Rehabilitation	\$37,800
14.	Trails Committee—Buehler Conservation Area Rehabilitation	\$152,000
15.	Trails Committee—Pedestrian Bridges, Bog Bridges, Stone Dust, Trail Infrastructure	\$11,000
	TOTAL	\$1,411,160

or pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY2024 under Bedford's Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed items follow:

- 1. Administrative:** *This is appropriated annually for administrative costs, such as legal fees and dues. Unspent monies are returned to the general CPC fund for the following year.*
- 2. Affordable Housing Consultant:** *This annual funding request is to pay for the contract with the Regional Housing Services Office for an affordable housing consultant. Consulting services are essential to ensuring compliance with all affordable housing requirements, and to maintain, or increase, our current level of affordable housing stock. Any funds not used can be applied toward the RHSC contract for the following year.*
- 3. Archival Records Preservation:** *Conservation of historically significant Select Board meeting minutes and documents dating 1800—1943. Repairs will include re-backing of bound volumes, stabilization of text blocks in general, surface cleaning, reattaching loose leaves, mending of tears and creases with Japanese paper, and construction of proper housing for each piece.*
- 4. Athletic Field Fencing:** *Rehabilitation of various court and field fencing by the tennis courts, basketball courts, Wilson Field, and miscellaneous other locations as deemed necessary.*
- 5. Bedford Housing Authority Life Management Program:** *This annual funding request is to continue the Life Management Program run by the Bedford Housing Authority. The program is a collaboration between the Bedford Housing Authority and Community Teamwork, Inc., a Lowell-based regional social service agency servicing 63 neighboring towns, to provide life management skills to residents in order to guide them toward increased employment and economic independence.*
- 6. Bond Payment/ 350A Concord Road:** *Funding would provide the necessary payment during FY24 for the bonded cost of the previously approved purchase of land.*
- 7. Bond Payment/ Town Hall MEP Project:** *Funding would provide the necessary payment during FY24 for the bonded cost of the previously approved mechanical, electrical, and plumbing project for Town Hall.*
- 8. Bond Payment/ Liljegren Way/Mudge Way Athletic Fields:** *Funding would provide the necessary payment during FY24 for the bonded cost for the construction of the Liljegren Way/Mudge Way Athletic Fields.*
- 9. Bond Payment/ Bedford Village:** *Funding would provide the necessary payment during FY24 for the bonded cost of the previously approved preservation of affordable housing project.*
- 10. Bond Payment/ Fawn Lake:** *Funding would provide the necessary payment during FY24 for the bonded cost for the Fawn Lake Dredging and Dam Replacement Project.*
- 11. Job Lane House Roof Rehabilitation:** *Rehabilitation of the historic cedar shingle roof at the Job Lane House.*
- 12. Old Town Hall Elevator Controls Replacement:** *Replacement of the elevator controls in the historically significant Old Town Hall, as determined by the state and annual inspection. Maintaining the elevator system in this historical building is necessary to keep the building ADA compliant and open to all members of the public.*
- 13. Springs Brook Park Walkway Rehabilitation:** *Rehabilitation of the walkway leading down to the water at Springs Brook Park.*
- 14. Trails Committee—Buehler Conservation Area Rehabilitation:** *To repair two berms that impound the Buehler Ponds, in order for the ponds to remain intact.*
- 15. Trails Committee—Pedestrian Bridges, Bog Bridges, Stone Dust, Trail Infrastructure:** *The refurbishment of trail infrastructure, bog bridges, trail signage, trail guides, and kiosks.*

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended
Community Preservation Committee:	Approval Recommended

Article 8

Proposed Fiscal Year 2024 Capital Projects Plan

To see if the Town will vote to raise and appropriate, transfer from available funds, or to borrow the sum of \$5,161,128 or any other sum for the capital projects set forth below, including all incidental costs, and to

authorize the Treasurer with the approval of the Select Board to borrow all or a portion of said sum under the applicable provisions of M.G.L. c.44 or any other enabling authority; or to pass any vote or take any action relative thereto.

Project #	Department	Project	Funding Source	Amount
24-01	School	All Schools- Durable Furniture and Equipment Replacement	Tax Levy	\$ 50,088
24-02	Facilities—School	All Schools—Flooring	Tax Levy	\$ 76,650
24-03	School	All Schools—Info Tech Plan Replacement	Tax Levy	\$ 498,900
24-04	Facilities—School	All Schools—Interior Painting	Tax Levy	\$ 60,109
24-05	Facilities—School	All Schools—Program Space Modifications	Tax Levy	\$ 46,506
24-06	DPW	Ash Tree Removal and Replacement Program/Tree Master Plan	Tax Levy	\$ 150,000
24-07	Police	Ballistic Vests	Tax Levy	\$ 16,110
24-08	Facilities—Town	Current Fire Station—Fire Sprinkler Dry System	Tax Levy	\$ 62,000
24-09	Facilities—Town	DPW—Elevator Controls Replacement (State Mandated)	Tax Levy	\$ 62,455
24-10	Fire	Shift Command Vehicle	Tax Levy	\$ 86,039
24-11	DPW	Stormwater Permit Requirements	Tax Levy	\$ 100,000
24-12	Facilities—Town	Town Buildings- Lightning Protection	Tax Levy	\$ 68,500
24-13	Facilities—Town	Town Center- Flooring	Tax Levy	\$ 24,150
24-14	IT	Town- Copier Replacements	Tax Levy	\$ 6,775
24-15	IT	Town—IT Equipment & Projects	Tax Levy	\$ 147,042
24-16	Facilities—Town	Town Wide Elevator Fire Switches (State Mandated)	Tax Levy	\$ 124,000
24-17	DPW	Transportation Improvements—Local Transit Initiatives (Bus Stop Shelter)	Tax Levy	\$ 25,000
24-18	DPW	Transportation Improvements—North and Chelmsford Road Intersection Completion	Tax Levy	\$ 210,000
24-19	DPW	Transportation Improvements—Traffic Calming and Pavement Condition Index Oversight	Tax Levy	\$ 250,000
24-20	DPW	Turf Field Assessment Study	Tax Levy	\$ 56,650
24-21	DPW	Vehicle and Equipment Replacement	Tax Levy	\$ 317,800
24-22	DPW	Water Standpipe Rehabilitation	Tax Levy	\$ 50,000
24-23	Facilities—Town	108 Carlisle Site Improvements (Salt Shed and Washing Station)	Bond	\$ 632,731
24-24	Facilities—School	All Schools- Comprehensive Security Equipment and Safety Plan	Bond	\$ 350,000
24-25	DPW	Large Dump Truck Replacement	Bond	\$ 329,623
24-26	DPW	Sewer Pump Station Program	Bond	\$ 200,000

24-27	DPW	Sidewalk/Municipal Hardscape Improvements (ADA Sidewalk Maintenance and Improvements)	Bond	\$ 200,000
24-28	DPW	Transportation Improvements- Summer Street Bridge Repairs (State Mandated)	Bond	\$ 960,000

This article would provide funds for the various projects contained within the Fiscal Year 2024 Capital Projects Plan. A description of all projects is contained in the Capital Expenditure Committee's Report on pages 7 through 12 of this Warrant.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended
Capital Expenditure Committee:	Approval Recommended
Residential Tax Impact:	\$30.54

Article 9

PEG Access and Cable Expense Related Budget Fiscal Year 2024

To determine whether the Town will vote to appropriate the following sums or any other sums to provide Public Education Governmental (PEG) Access programming for the fiscal year beginning July 1, 2023, and that in order to meet such appropriation, the Town will transfer \$285,840 from the PEG Access and Cable Related Fund; or pass any vote or take any action relative thereto.

Budget Expenses	FY2024 Recommended
Contracted Operational Cost	\$235,155
Building Expenses	\$35,000
Capital Equipment Purchase	\$15,685
Total PEG Access and Cable Related Fund Budget	\$285,840

At the November 2016 Special Town Meeting, the Town voted to establish a PEG Access and Cable Related Fund, effective July 1, 2017. Such a fund is considered a special revenue account under Massachusetts General Laws, requiring the Town to adopt a budget annually for PEG access services and other related expenses. Approval of this article would establish the Fiscal Year 2024 budget for the Town's PEG Access contractor and operational expenses for hosting the PEG access studio at Old Town Hall.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended

Article 10

Supplement Operating Budget for Fiscal Year 2023 and Articles of the 2022 Annual Town Meeting

To determine whether the Town will vote to transfer from available funds or otherwise provide a sum of money to be added to sums appropriated under certain Operating Budgets for Fiscal Year 2023 first voted under Article 14 of the 2022 Annual Town Meeting or to sums appropriated under certain articles voted at the Annual Town Meeting of 2022; or pass any vote or take any action relative thereto.

This article would provide additional funds to be added to the Fiscal Year 2023 Operating Budget and other articles voted at the 2022 Annual Town Meeting.

RECOMMENDATIONS

Select Board:

Recommendation to be Given at Town Meeting

Finance Committee:

Recommendation to be Given at Town Meeting

Article 11**Salary Administration Plan Bylaw Amendment/ Classification & Wage Schedule**

To determine whether the Town will vote to amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2023, unless another effective date is set forth herein; or pass any vote or take any action relative thereto.

A. Management / Professional / Administrative Classification and Compensation Plan
(Hourly/Annual)

Minimum Mid Maximum

Minimum Mid Maximum

Grade 2 No Positions Assigned			
Hourly	16.48	17.95	19.43
35 hrs.	30,108.96	32,802.26	35,495.57
40 hrs.	34,410.24	37,488.30	40,566.36

Grade 3 No Positions Assigned			
Hourly	17.51	19.30	21.09
35 hrs.	31,990.77	35,259.74	38,528.71
40 hrs.	36,560.88	40,296.85	44,032.82

Grade 4 No Positions Assigned			
Hourly	18.54	20.48	22.41
35 hrs.	33,872.58	37,408.83	40,945.07
40 hrs.	38,711.52	42,752.94	46,794.37

Grade 5 Library Assistant I, Seasonal Assistant Youth Worker			
Hourly	19.31	21.25	23.19
35 hrs.	35,283.94	38,828.61	42,373.27
40 hrs.	40,324.50	44,375.55	48,426.60

Grade 6 Department Assistant I, Library Assistant II, Veteran's Services Officer			
Hourly	20.04	22.55	25.05
35 hrs.	36,616.26	41,190.94	45,765.62
40 hrs.	41,847.15	47,075.36	52,303.56

Grade 7 Department Assistant II, Library Custodian, School Traffic Supervisor			
Hourly	22.25	25.31	28.37
35 hrs.	40,647.10	46,238.89	51,830.69
40 hrs.	46,453.82	52,844.45	59,235.08

Grade 8 Department Assistant III			
Hourly	24.69	28.08	31.47
35 hrs.	45,106.99	51,305.67	57,504.35
40 hrs.	51,550.84	58,635.05	65,719.26

Grade 9 Administrative Assistant I, Finance Assistant, Respite Care Coordinator, Seasonal Youth Worker, Senior Library Technician			
Hourly	27.15	31.23	35.30
35 hrs.	49,610.16	57,052.72	64,495.27
40 hrs.	56,697.32	65,203.10	73,708.88

Grade 10 Administrative Assistant II, Animal Control Officer, Archivist, Assistant Accountant, Assistant Town Clerk, Assistant Treasurer & Collector, Data Collector, Engineering Assistant, Engineering & Mechanical Assistant, Librarian, Youth & Family Services Counselor			
Hourly	29.87	34.34	38.82
35 hrs.	54,564.96	62,748.01	70,931.06
40 hrs.	62,359.96	71,712.02	81,064.07

Grade 11 Assistant Assessor, Assistant Health Director, Engineering Technician, Health Agent, Healthy Bedford Coordinator, Council on Aging Social Worker, Community Social Worker, Youth Social Worker			
Hourly	32.56	37.84	43.13
35 hrs.	59,478.37	69,141.46	78,804.56
40 hrs.	67,975.28	79,018.81	90,062.35

Grade 12 Assistant Planner, Assistant Recreation Director, Building & Systems Superintendent, Civil/Environmental Engineer, Public Health Nurse, Conservation Administrator, Energy Manager, Facilities Information & Procurement Analyst, GIS Analyst, Human Resources/Benefits Coordinator, Local Building Inspector, Plumbing & Gas Inspector, Recreation Adult Program Coordinator, Recreation Youth Program Coordinator, Recycling Coordinator, School-Age Child Care Director, Senior Librarian, Special Assistant to the Town Manager, Technical Support Specialist, Wiring & Electrical Inspector			
Hourly	35.48	41.25	47.02
35 hrs.	64,824.59	75,360.85	85,897.10
40 hrs.	74,085.25	86,126.68	98,168.11

Grade 13 Assistant Facilities Director, Assistant Library Director, Council on Aging Director, Assistant DPW Director, Housing and Economic Development Director, Grounds Operations Manager, Highway Operations Manager, IT/Network Engineer, Recreation Director, Town Clerk, Treasurer & Collector, Water & Sewer Operations Manager			
Hourly	38.32	45.02	51.73
35 hrs.	70,005.21	82,258.62	94,512.03
40 hrs.	80,005.96	94,009.85	108,013.74

Grade 14 Assessing Director, Health Director, Planning Director			
Hourly	41.38	48.62	55.86
35 hrs.	75,597.95	88,828.02	102,058.08
40 hrs.	86,397.66	101,517.74	116,637.81

Grade 15 Code Enforcement Director/Building Inspector, DPW Engineer, Library Director			
Hourly	44.27	52.570	60.87
35 hrs.	80,882.08	96,044.76	111,207.44
40 hrs.	92,436.66	109,765.44	127,094.22

Grade 16 Capital Projects Manager			
Hourly	47.36	56.24	65.12
35 hrs.	86,535.03	102,756.24	118,977.44
40 hrs.	98,897.18	117,435.70	135,974.21

Grade 17 Assistant Town Manager			
Hourly	50.21	60.26	70.30
35 hrs.	91,736.36	110,085.89	128,435.41
40 hrs.	104,841.55	125,812.44	146,783.33

Grade 18 Facilities Director, Health and Human Services Director, Information Technology Director			
Hourly	53.23	63.87	74.52
35 hrs.	97,246.30	116,695.74	136,145.19
40 hrs.	111,138.62	133,366.56	155,594.50

Grade 19 DPW Director, Fire Chief, Police Chief, Finance Director//Town Accountant			
Hourly	55.90	67.77	79.65
35 hrs.	102,120.18	123,820.28	145,520.37
40 hrs.	116,708.78	141,508.89	166,308.99

B. Public Works (40 hr/wk)

(eff. July 1, 2023)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Chief Water System Operator (c.A)	1,164.79	1,223.04	1,284.20	1,348.43	1,415.85	1,444.16	1,473.05
Chief Sewer System Operator (c.A)	1,164.79	1,223.04	1,284.20	1,348.43	1,415.85	1,444.16	1,473.05
Working Foreman (c.A)	1,164.79	1,223.04	1,284.20	1,348.43	1,415.85	1,444.16	1,473.05
Electrician (c.B)	1,145.11	1,190.96	1,238.58	1,288.13	1,339.65	1,302.80	1,393.78
Maintenance Craftsman (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Mechanic (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Water System Operator (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Sewer System Operator (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Assistant Working Foreman (c.C)	1,124.58	1,169.57	1,216.36	1,265.02	1,315.63	1,341.94	1,368.77
Heavy Equipment Operator (c.)	1,199.74	1,259.73	1,322.72	1,388.88	1,458.32	1,487.49	1,517.24
Summer Laborer (interim / seasonal)		15.00	/hr.				

C. Public Safety—Fire

(42 hr/wk)

(eff July 1, 2023)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Captain Fire Prev. (40 hr/wk) (c.)	1,680.52	1,724.82	1,850.59	1,898.14	1,946.37			
Lieutenant—Fire (c.)	1,434.64	1,460.38	1,553.58	1,580.60	1,607.75			
Private—Fire (c.)	1,226.22	1,248.06	1,327.07	1,349.94	1,372.93	1,420.09	1,448.49	1,484.70
Call Firefighter	3502.50	/yr. max	3823.50	/yr. max with EMT	9,394.56	/yr. max with Paramedic		
	23.25	/hr.	25.49	/hr. Spec. Assign.	32.62	/hr. Spec. Assign.		

D. Public Safety—Police (37.5 hr/wk)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Lieutenant—Police (c.) (eff. 7/1/2023)	1,726.89	1,756.95	1,787.70	1,818.98	1,850.81	1,883.20	
Sergeant—Police (c.) (eff. 7/1/2023)	1,488.70	1,514.61	1,541.13	1,568.09	1,595.54	1,623.46	
Patrol Officer—Police (c.) (eff. 1/1/2023)	1,189.97	1,211.71	1,290.20	1,313.00	1,335.87	1,359.91	1,384.38
Student Police Officer	1,107.28	/wk.					
Police Matron	20.41	/hr.	21.62	/hr. nights and weekends			

E. Public Safety—Dispatch (37.5 hr/wk)

(eff. 7/1/2023)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer I (c.)	848.84	891.27	935.83	982.63	1,031.75	1,083.35

Emergency Communications Officer II (c.)	874.30	918.01	963.91	1,012.11	1,062.71	1,115.85
Lead Emergency Communications Officer (c.)	909.27	954.73	1,002.46	1,052.60	1,105.22	1,160.48

F. Recreation Programs

School-Age Child Care Program (40 hr/wk)

Min. Mid. Max.

Assistant Director	28.00	29.00	30.00
Site Coordinator	20.00	23.00	26.00
Group Leader	17.00	20.00	23.00
Assistant Group Leader	15.00	15.75	16.50

Springs Brook Park Program (Hourly)

Min. Mid. Max.

Director/Manager	20.55	27.76	34.96
Aquatics Director	20.00	25.00	30.00
Assistant Director	20.00	25.00	30.00
Supervisor	17.00	19.00	21.00
SBP Staff 2	17.00	18.00	19.00
SBP Staff 1	15.00	16.00	17.00

Summer Adventures/Summer Recreation Programs (Hourly)

Min. Mid. Max.

Director	25.00	32.50	40.00
Assistant Director	20.00	22.50	25.00
Program Leader	15.00	22.50	30.00
Supervisor	16.00	18.00	20.00
Administrative Coordinator	20.00	22.50	25.00
Program Staff	17.50	18.00	18.50
Counselor (HS Grad) *	15.75	16.25	16.75
Counselor (HS) *	15.00	15.50	16.00
Aide	15.00		
Overnight Stipend	100.00	/night	

* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Lifeguard Training

Instructional Programs (hourly)	Min.	Mid.	Max.
Program Instructor II	25.00	42.50	60.00
Program Instructor I	15.00	22.50	30.00
Program Aide	15.00	16.00	17.00

	Min.	Mid.	Max.
Sports Official	15.00	17.50	20.00

G. Miscellaneous	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Oper./Coord. (40 hr/wk)	1,058.20	1,077.69	1,097.04	1,115.35	1,133.95
Substitute Local Transportation Operator	22.20	/hr.	Alt./Asst. Inspectors	33.47	/hr.
Recording Secretary	19.66	/hr.	Youth Leader	15.00	/hr.
Temporary Clerk II eff. 1/1/2023	16.94	/hr.	Temporary Clerk I	15.00	/hr.
	Min.	Mid.	Max.		
Temporary Painter	28.10	31.03	33.95		

(c.) Per Labor Contract

This article establishes the compensation ranges for all non-School Department employees of the Town. Those rates are shown for informational purposes and to keep the plan current with labor contracts.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended

Article 12**Operating Budgets| Fiscal Year 2024**

To determine whether the Town will vote to make appropriations for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2023, and to determine whether such appropriations shall be raised in the tax levy, transferred from available funds, transferred from the Stabilization Fund, borrowed, or by any combination of these methods; or pass any vote or take any action relative thereto. (Please see pages 38 through 42.)

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended

Article 13**Ambulance Enterprise Budget| Fiscal Year 2024**

To determine whether the Town will vote to appropriate the following sums or any other sums to operate the Ambulance Enterprise for the fiscal year beginning July 1, 2023:

FISCAL YEAR 2024 AMBULANCE ENTERPRISE OPERATING BUDGET

Budget Cost	FY 2022 Expended	FY 2023 Appropriated	FY 2024 Recommended	% Change	% Of Total
Direct Cost					
Salaries	846,889	843,689	926,629		
Operational Expenses	198,249	235,241	260,670		
Capital Outlay	19,391	19,391	20,541		
Total Direct Cost	1,064,529	1,098,321	1,207,840	9.97%	77%
Indirect Cost					
Salaries (in Fire Budget)	204,970	153,673	109,954		
Insurance & Benefits	130,541	108,181	111,425		
Other Personnel Cost	54,541	56,176	35,845		
Principal & Interest	86,875	34,125	32,875		
General Insurance	35,325	38,859	42,745		
Facilities (Fire Station)	14,244	14,549	17,987		
Total Indirect Cost *	526,496	405,563	350,831	-13.50%	23%
<i>* (to be raised & appropriated in the General Fund Operating Budget)</i>					
Total FY2024 Budget	1,591,025	1,503,884	1,558,671	3.64%	

and that in order to meet such appropriation, the Town shall raise the sum of \$1,079,867 or any other sum from the Ambulance Enterprise Revenues, and the sum of \$127,973 or any other sum from retained earnings within the Ambulance Enterprise; or pass any vote or take any action relative thereto.

RECOMMENDATIONS

Select Board: Approval Recommended
 Finance Committee: Approval Recommended

Article 14
Salary Plan Additional Funding

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$292,425 or any other sum, to fund salary adjustments for certain employees; or pass any vote or take any action relative thereto.

This article funds additional compensation for employees listed in the Salary Administration Plan Bylaw, Compensation & Wage Schedule, Section A.

RECOMMENDATIONS

Select Board: Approval Recommended
 Finance Committee: Approval Recommended
 Residential Tax Impact: \$3.59

Article 15 Supplement Accrued Leave Fund

To determine whether the Town will vote to raise and appropriate the sum of \$150,000 or any other sum to supplement a fund established by Article 25 of the 1994 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated leave payments for such purpose; or pass any vote or take any action relative thereto.

This article supplements a fund established by the 1994 Annual Town Meeting through which the Town maintains a reserve for future costs of accumulated sick and vacation leave benefits when Town employees retire and/or resign. Such practice is highly endorsed and recommended by the Town's auditors and is sound business practice. As of the printing of the Warrant, approximately \$65,112 remains in this fund.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$1.84

Article 16 Stabilization Fund

To determine whether the Town will vote to raise and appropriate the sum of \$1,900,000, or any other sum, to the Stabilization Fund, as provided under M.G.L. Chapter 40, Section 5B; or pass any vote or take any action relative thereto.

This article requests an appropriation to be added to the Stabilization Fund. This fund may be used for any purpose in the future, but requires a vote of Town Meeting in order to transfer and spend any of these funds. The present balance in the fund is approximately \$4,677,763.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$6.14

Article 17 Other Post-Employment Benefits Liability Trust Fund Appropriation

To determine whether the Town will vote to raise and appropriate under M.G.L. Chapter 32B, Section 3A, or transfer from other available funds, or any combination of these methods, the sum of \$1,385,180, or any other sum, for the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees; or pass any vote or take any action relative thereto.

This article proposes to appropriate \$1,385,180 toward the Town's unfunded liability for health and life insurance benefits of both current and future retired employees. Appropriations for this liability were first made at the 1994 Annual Town Meeting. The 1999 Annual Town Meeting approved the filing of a home rule petition for special legislation to establish a trust fund for investment of the appropriations. The Massachusetts Legislature approved the Town's home rule petition to establish a trust fund in 2000. The 2011 Annual Town Meeting transferred the balance in the original trust fund to a new irrevocable trust fund. The 2017 Special Town Meeting approved the provision of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 218, Section 15 of the Acts of 2016. The present balance of the irrevocable trust fund is approximately \$13,947,549. Governmental Accounting Standards require all local governments to account for other post-employment benefits (OPEB) using an

accrual methodology over participants' active working lifetimes. The Town's most recent actuarial study indicated that the Town had an actuarially determined unfunded liability of approximately \$50.5 Million after taking into consideration the funds that the Town has already set aside for this long-term liability. This proposed appropriation is consistent with the Town's policy to address future liability concerns.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$17.00

Article 18

Appropriate Funds for Transportation Infrastructure Fund

To determine whether the Town will vote to appropriate a sum of \$3,075.30 received from the Commonwealth Transportation Infrastructure Fund for purposes of transportation services in the Town of Bedford; or pass any vote or take any action relative thereto.

This article appropriates funds received from the Commonwealth Transportation Infrastructure Fund pursuant to St. 2016, c. 187, § 8(c)(i). The Fund was established to provide cities and towns with a portion of the per-ride assessment of \$0.20 from transportation network companies such as Uber and Lyft. Authorizing the use of these funds at the Annual Town Meeting will allow the Town to expend the funds to use for transportation projects. The total amount of funds made available to the Town for appropriation is \$3,075.30, and the current balance of said fund is \$9,687.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended

Article 19

300th Anniversary Stabilization Fund Appropriation

To determine whether the Town will vote to raise and appropriate the sum of \$10,000, or any other sum, to the 300th Anniversary Stabilization Fund, as provided under M.G.L. Chapter 40, Section 5B; or pass any vote or take any action relative thereto.

This article requests an additional appropriation to be added to the 300th Anniversary Stabilization Fund. At the Fall 2019 Special Town Meeting, the Town established a Stabilization Fund for its 300th Anniversary in 2029. As of the printing of the Warrant, \$30,265 is in this fund.

RECOMMENDATIONS

Select Board:	Approval Recommended
Finance Committee:	Approval Recommended
Residential Tax Impact:	\$0.12

Article 20

300th Anniversary Stabilization Fund Appropriation| FY24 Expenses

To determine whether the Town will vote transfer and appropriate the sum of \$8,000 or any other sum from the 300th Anniversary Stabilization Fund to be used by the 300th Anniversary Committee; or pass any vote or take any action relative thereto.

This article requests an appropriation for promotional materials in advance of the 300th Anniversary.

RECOMMENDATIONS

Select Board: Approval Recommended
 Finance Committee: Approval Recommended

Article 21
Free Cash

To determine whether the Town will vote to transfer a sum of \$8,900,000 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2023; or pass any vote or take any action relative thereto.

This article allows for the transfer from "free cash" a sum of money to reduce the amount of the tax levy for Fiscal Year 2024.

RECOMMENDATIONS

Select Board: Approval Recommended
 Finance Committee: Recommendation to be Given at Town Meeting

Article 22
Zoning Bylaw Amendment Two-Family Dwellings

To determine whether the Town will vote to approve the following amendments to the Zoning Bylaw:
*(additions shown in **BOLD** and deletions in ~~strikeout~~)*

4.2 Residential Uses

4.2.1 Single Family Dwelling

A detached dwelling unit designed and used exclusively as a single housekeeping unit with common cooking and living facilities provided that in the Limited Business District such use conforms to the dimensional regulation for the Residence C District. No more than one dwelling shall be located upon a lot except as provided pursuant to Subsections 4.2.4, 4.2.5 and 4.2.9.

4.2.2 Two Family Dwelling

A building that contains two (2) dwelling units and is either divided vertically so that the dwelling units are side by side but separated by a shared wall (sometimes called duplex), or is divided horizontally so that one dwelling unit is above another; except that a single family dwelling with an accessory dwelling unit, attached or detached, authorized pursuant to Section 4.2.9, shall be regulated as a single family dwelling.

The option of two family dwellings is intended to give property owners a choice between building a single family dwelling or a two family dwelling of a similar overall structure size, to: 1) increase the number of dwelling units available in town, 2) increase the range of choice of housing accommodations, 3) encourage greater diversity of population with particular attention to young adults and senior citizens, and 4) encourage a more economic and energy-efficient use of the town's housing supply.

4.2.2.1. Development standards

In all instances:

- a) **An Accessory Dwelling Unit is not permitted on any lot with a two-family dwelling;**
- b) **Parking:**

1. no more than two outdoor parking spaces shall be located in the front yard. All other parking spaces shall be either outdoor parking spaces located in a side or rear yard, or in a garage or carport; with not more than 2 garage spaces per dwelling unit;
2. parking spaces shall be located so that both dwelling units shall have at least one parking space with direct and unimpeded access to the street without passing through a parking space designated to serve the other dwelling unit;
3. there shall be suitable screening (with evergreen or dense deciduous plantings, walls, fence, or a combination thereof) where there are more than two outdoor parking spaces or if the parking space is in the front yard and parallel to the street. Screening shall be sufficient to minimize the visual impact on abutters and the view from the street.

4.2.2.42 ~~Conversion~~ Dwellings constructed on or before March 1, 1945

A single-family dwelling in existence on March 1, 1945 may be converted to ~~accommodate no more than two families,~~ a two-family dwelling provided that such conversion does not involve addition of more than 600 square feet gross floor area. If addition of more than 600 square feet gross floor area is proposed, the proposal shall meet the same criteria as for Dwellings constructed after March 1, 1945 as set out in subsection 4.2.2.3. ~~provided that:~~

- (a) ~~Each dwelling unit shall have a minimum gross floor area of 800 square feet;~~
- (b) ~~No exterior changes are made, which, in the judgment of the Board, do not conform to the single-family character of the neighborhood.~~

4.2.2.2 Lot existing on January 1, 1992

A two-family dwelling may be built on a lot in existence on January 1, 1992, provided such lot was not held in common ownership with any adjoining land and has one and one half times the minimum lot area for the Zoning District and provided the following conditions are met:

- (a) ~~The two-family dwelling shall be new construction, it cannot be conversion of an existing building.~~
- (b) ~~Two off-street parking spaces shall be provided for each dwelling unit.~~
- (c) ~~No more than two outdoor parking spaces shall be located in the required front yard. All other parking spaces shall be either: (1) outdoor parking spaces located in a side or rear yard, or (2) in a garage or carport.~~
- (d) ~~Parking spaces shall be located so that both dwelling units shall have at least one parking space with direct and unimpeded access to the street without passing through a parking space designated to serve the other dwelling unit.~~
- (e) ~~Where there are more than two outdoor parking spaces, there shall be provided suitable screening with evergreen or dense deciduous plantings, walls, fence or combination thereof in the area between the parking space and front lot line. Screening shall be sufficient to minimize the visual impact on abutters and to maintain the single-family appearance of the neighborhood.~~
- (f) ~~Only one exterior entrance shall be located on the front facade of the dwelling.~~

4.2.2.3 Dwellings constructed after March 1, 1945

A single-family dwelling built after March 1, 1945 may be converted to a two-family dwelling, or a two-family dwelling may be built on a vacant lot, or a two-family dwelling may be newly constructed upon demolition of an existing one- or two-family dwelling, provided that:

- a) the lot and proposed dwelling are fully conforming to the dimensional criteria of the Bylaw;
- b) the two-family structure (new or converted) is subject to a maximum Floor Area Ratio (FAR) of 0.15 (15%)
- c) the two-family structure (new or converted) is subject to a maximum lot coverage of 0.10 (10%)

4.2.2.4 Two-Family Dwellings on nonconforming lots

Construction of a new two-family dwelling on a nonconforming lot shall require a special permit from the Zoning Board of Appeals. In making any findings required under section 7.1

Nonconforming Uses for the grant of a special permit for the replacement of an existing two-family dwelling or construction of a new two-family dwelling on an existing undersized lot, the Zoning Board of Appeals shall give consideration to applying the development standards in Section 4.2.2.1 and an overall size limit of 0.15 floor area ratio or 3,000 square feet, whichever is greater.

TABLE 1: USE REGULATIONS

	DISTRICTS	R	A	B	C	D	LB	C	IA	IB	IC	Site Plan
PRINCIPAL USES												
4.2 RESIDENTIAL USES												
4.2.1 Single Fam. Dwelling		Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	NR
4.2.2.1 Two Family Dwelling (Conv)		SP	SP	SP	SP	SP	SP	No	No	No	No	NR
4.2.2.2 Two Family Dwelling (New)		Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	NR
4.2.2 Two Family Dwelling		Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	NR

This article is based on a recommended strategy from the 2019 Bedford Housing Study, to “ease zoning restrictions for two-family dwelling.” Current zoning allows for single family dwellings constructed prior to 1945 to be converted into two-family dwellings, and for construction of new two-family dwellings where a vacant lot existing since 1992 has one-and-a-half times the minimum lot area.

This proposal offers the potential for two-family dwellings to be created as an alternative to single-family dwellings, subject to certain parameters to ensure that a two-family dwelling is consistent in size and scale with the comparable single-family dwelling that might otherwise be built. In other cases, this may help preserve existing residential structures by allowing them to be altered into two dwelling units and thereby providing a potential source of revenue for the property owner.

The real estate market is otherwise creating very large single-family dwellings, that cater to the top 5% of income earners. New single-family dwellings in Bedford are now 6,000 square feet with 5 or 6 bedrooms, while the average household size is now only 2.51 persons. Very little housing is being created for this typical household situation. The strategy behind this article is intended to help households with average income afford an average housing unit.

Housing options for residential lots would still allow single-family dwellings under the same criteria that currently exist, and single-family dwellings with accessory dwelling units up to 900 square feet under the same criteria that currently exist, or two-family dwellings subject to size limitations relative to lot size under these new criteria.

Several communities across Massachusetts have similarly broadened the opportunity to create two-family dwellings as an alternative to “mansionization,” including small towns, large suburbs and cities, and none have seen substantial growth activity as a result of such zoning change.

Town Counsel consulted with the MA Department of Housing and Community Development about the quantum of vote required in consideration of the Housing Choice legislation that was enacted in 2021, and the conclusion is that this proposed Zoning Bylaw amendment requires a two-thirds majority for passage.

RECOMMENDATIONS

Select Board:	Approval Recommended
Planning Board:	Approval Recommended
Finance Committee:	Approval Not Recommended

and you are directed to serve this Warrant by posting attested copies thereof at the Town Hall and in at least three other public places in the Town at least seven days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 13th day in February in the year Two Thousand Twenty-Three

Select Board of Bedford

Emily Mitchell, Chair

Bopha Malone, Clerk

Margot Fleischman

Shawn Hanegan

Edward Pierce

A true copy
Attest:
Constable

I have served this warrant by posting attested printed copies thereof at the Town Hall and four other places of public travel.

_____, 2023.
Constable (month and day)

Town Meeting Procedures

(As Established Under Article 4 of the Bedford General Bylaws)

4.1 Debate Rules

The following rules shall govern Town Meeting:

- ◁ No voter may speak without recognition by the Moderator.
- ◁ Speakers must give their name and address before commencing.
- ◁ No voter may speak in debate more than twice on any article without specific permission from the Moderator, except to correct a statement. Questions do not fall under this rule.
- ◁ Speakers must keep their debate within the scope of the motion on the floor.
- ◁ All questions must be directed through the Moderator.

4.2 Motions

All motions shall require a majority vote except as noted.

4.2.1 Privileged Motions

The following motions are privileged motions addressing the conduct of the meeting, and have priority, in order as shown, over any other motion or any question which may be pending:

4.2.1.1 Dissolve or adjourn *sine die*

Final adjournment of Town Meeting may occur only after the completion of action on all articles in the Warrant. Not debatable or amendable.

4.2.1.2 Adjourn or recess

Postpones the meeting to a specified time, which must be within 21 days. Debatable and amendable.

4.2.1.3 Point of no Quorum

A call for a count of voters. No vote required.

4.2.1.4 Fix the time for which to adjourn

Sets a certain time for later adjournment. Debatable and amendable.

4.2.1.5 Question of privilege

Relates to the rights and privileges of the meeting and to the rights of the members. Not debatable or amendable.

4.2.2 Subsidiary Motions

The following motions are subsidiary motions. They have a direct effect on the original or main motion. They are listed in order of their rank, which follows the privileged motions, above:

4.2.2.1 Lay on or take from the table

Postpones action on the motion for an unspecified time and resumes action at the will of the meeting. Town Meeting may not be adjourned *sine die* until some action is taken on the motion in question. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.2 Previous question

Calls for a vote on the motion under discussion without further debate. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.3 Limit or extend debate

Sets a time limit for each speaker or the entire debate or may reopen the bounds of debate. Debatable and amendable. Two-thirds majority vote required.

4.2.2.4 Postpone to a specified time

Postpones action on an article to a specified time, or until after a specified article. Debatable and amendable.

4.2.2.5 Commit, recommit or refer

Sends the Article to a committee or other body for further study. Debatable and amendable.

4.2.2.6 Amend or substitute

Modifies the motion on the floor, in whole or in part. A written copy of the amendment must be presented to the Moderator or the Town Clerk. Debatable and amendable.

4.2.2.7 Postpone indefinitely

Ends debate and removes the main motion from discussion without a vote on the main motion. Not debatable or amendable. A brief explanation of the reason(s) for indefinite postponement may be given. Two-thirds majority vote required.

4.2.3 Incidental Motions

The following actions have the same rank as the motion from which they arise. They are subordinate motions relating to the conduct of the meeting with respect to the motion on the floor. They are considered and acted upon before the motions out of which they arise are concluded:

4.2.3.1 Point of order

Questions a possible error of omission or commission. Neither debatable nor amendable and no vote taken.

4.2.3.2 Appeal

Moves to reverse the decision of the Moderator on a point of order. Must immediately follow the point of order. Subject to acceptance by the Moderator. Debatable but not amendable.

4.2.3.3 Division of a question

Divides a main motion or amendment where practical to discuss and vote on the separate parts. Debatable and amendable.

4.2.3.4 Separate consideration

Requests discussion on separate parts of a question which do not allow for division since the separate parts are interrelated and will not stand on their own. Debatable and amendable.

4.2.3.5 Fix the method of voting

Request a specific form of voting, different from the normal one. Debatable and amendable.

4.2.3.6 Withdraw or modify a motion

Allows the maker of a motion to withdraw or modify the motion. Not debatable or amendable.

4.2.3.7 Suspension of rules

Requests a change in the rules relating to the conduct of the meeting. Not debatable or amendable.

4.2.4 Main Motions

The following are main motions in order of the rank and stem from articles in the Warrant:

4.2.4.1 Main motion

A motion made within the scope of the related article in the Warrant. The motion is debatable and amendable. The main motion may require a two-thirds vote, e.g., bonding and zoning.

4.2.4.2 Reconsider or rescind

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

4.2.4.3 Advance an article

Asks to consider and discuss an article in the Warrant out of order. Debatable and amendable.

4.3 Reconsideration

4.3.1 Number of reconsiderations

When a motion of reconsideration is decided, that decision shall not be reconsidered again at the same session and shall not be reconsidered more than once thereafter.

4.3.2 Notice of intent to reconsider at future meeting

Articles voted upon at any meeting shall not be reconsidered at a subsequent meeting unless notice of intent to reconsider shall be given to the Moderator prior to adjournment and publicly announced to the meeting at which the article has been voted upon.

4.3.3 Requirements for voter to move reconsideration

Reconsideration may be moved only by one who voted on the prevailing side.

4.4 Amendments

4.4.1 Amendments to amendments

An amended amendment may not be amended.

4.4.2 Order of voting on amendments

In the case of several amendments of different amounts or periods of time, the largest amount and the longest time will be voted on first, and an affirmative vote will be a negative vote of the smaller sums or shorter times.

4.4.3 Amendments to bylaws

No amendment may be made to a proposed General Bylaw printed in the Warrant unless it is to correct an error in the printing which does not change the meaning. A proposed Zoning Bylaw article may be amended on the floor to be less restrictive.

4.4.4 Reports to meeting

Recommendations made in the report of any board or committee shall not be acted upon or debated at any meeting unless there is an article in the Warrant.

4.4.5 Acceptance of reports to the meeting

When the report of a committee is placed in the hands of the Moderator, it shall be deemed to be received. If it is a final report, a vote to accept it shall discharge the committee. If it is an interim report, the committee continues to serve unless the Town votes to discharge the committee.

4.4.6 Amendments to articles

Any article appearing in the Warrant and considered at any Town Meeting may be amended and any portion may be deleted or added to by the vote of the Town, provided the phrase “do anything in relation thereto,” “pertaining thereto,” or words of similar import appear in the article. Any proposed amendment must be within the scope of the article.

4.4.7 Quantum of vote on bylaws and borrowing

A motion under an article to add to or amend the Town Bylaws, unless otherwise required by the General Laws shall require a simple majority vote. An article to amend the Zoning Bylaws or one for the purpose of borrowing for a period greater than one year shall require a two-thirds vote. A vote requiring a two-thirds majority does not have to be counted unless questioned by the Moderator or seven voters.

4.4.8 Reports and motions in writing

All reports, resolutions, motions and amendments submitted to the meeting for consideration shall be presented in writing to the Moderator.

4.4.9 Secret ballot

A majority of those present and voting may choose to vote on any article or amendment by secret ballot.

Guidelines for Civil Discourse

The Town of Bedford respects and recognizes each citizen's right to free speech. In order to guarantee all people's right to free speech and to ensure productive civil discourse, we request that all citizens respect the following guidelines.

Show respect for others.

- Discuss policies and ideas, not people
- Only one person should be speaking at any given time
- Use helpful, not hurtful language

Speak as you would like to be spoken to.

- Use courtesy titles (Mr., Ms., Sir, etc.) and ask if unsure
- Restate ideas when asked
- Use a civil tone of voice

Agree to listen.

- Respectfully hear and listen to differing points of view
- When unsure, clarify what you heard
- Realize that what you say and what people understand you to have said may be different
- Recognize that people can agree to disagree

Speak for yourself, not others.

- Speak from your own experience
- Use "I" statements ("I think that the ideas presented . . .")

Follow agreed-upon guidelines regarding who speaks when and for how long.

PROPOSED FISCAL YEAR 2024 OPERATING BUDGET

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
1220	Select Board	1,046,497	1,046,497	1,051,520	0.5%	1.0%	12.98	Salaries: Expenses:	858,527 192,993
1300	Finance/Administrative Services	1,290,619	1,290,619	1,595,525	23.6%	1.5%	19.70	Salaries: Expenses:	847,715 747,810
1301	Insurance & Benefits	15,056,877	15,056,877	14,983,209	-0.5%	13.7%	185.01		
	Health Insurance	7,113,500	7,113,500	7,291,338	2.5%	6.7%			
	Retirement Assessment	5,288,347	5,288,347	5,458,202	3.2%	5.0%			
	General Insurance	1,480,500	1,480,500	1,200,000	-18.9%	1.1%			
	Medicare Assessment	848,720	848,720	882,669	4.0%	0.8%			
	Unemployment Insurance	300,000	300,000	125,000	-58.3%	0.1%			
	Life Insurance	15,810	15,810	16,000	1.2%	0.0%			
	Employee Wellness	10,000	10,000	10,000	0.0%	0.0%			

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
1303	Principal & Interest	10,823,692	10,823,692	11,119,861	2.7%	10.1%	137.31	Non Exempt Principal Non Exempt Interest Exempt Principal Exempt Interest CPA Debt Costs	6,303,766 2,075,084 1,557,500 277,308 906,203
1310	Financial Committees	1,001,614	1,001,614	551,614	-44.9%	0.5%	6.81	Expenses: Reserve Fund	1,614 550,000
1410	Assessors	334,116	334,116	298,612	-10.6%	0.3%	3.69	Salaries: Expenses:	229,662 68,950
1510	Legal Services	184,000	184,000	200,300	8.9%	0.2%	2.47	Expenses:	200,300
1610	Town Clerk	264,314	264,314	282,351	6.8%	0.3%	3.49	Salaries: Expenses:	264,001 18,350

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
1620	Elections & Registrations	89,850	89,850	73,450	-18.3%	0.1%	0.91	Salaries Expenses	47,850 25,600
1750	Planning Board	241,738	241,738	257,321	6.4%	0.2%	3.18	Salaries Expenses	240,521 16,800
2010	Police Department	4,238,246	4,238,246	4,262,565	0.6%	3.9%	52.63	Salaries Expenses Capital Outlay:	4,037,781 210,311 14,473
2200	Fire Department	3,166,550	3,166,550	3,535,468	11.7%	3.2%	43.66	Salaries Expenses Capital Outlay:	3,285,780 218,906 30,782
2360	Town Center	111,440	111,440	120,807	8.4%	0.1%	1.49	Salaries Expenses	59,135 61,672
2400	Code Enforcement	597,358	597,358	650,643	8.9%	0.6%	8.03	Salaries Expenses	600,730 49,913

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
3000	School Department	45,157,090	45,157,090	46,737,588	3.5%	42.7%	577.11		
3001	Vocational Education	959,598	959,598	1,059,598	10.4%	1.0%	13.08		
3500	Facilities Department Municipal	2,725,571	2,725,571	3,473,616	27.4%	3.2%	42.89	Salaries Expenses Capital Outlay:	629,531 2,841,534 2,551
4000	Public Works	15,589,685	15,589,685	16,391,879	5.1%	15.0%	202.40	Salaries Snow Removal Overtime Snow Removal Materials MWRA Water Purchase Refuse/Recycling Energy Equipment/Materials Capital Outlay Road Resurfacing	3,431,844 136,800 205,653 3,832,778 3,343,041 1,926,363 624,443 1,230,256 8,831 1,651,870
5000	Board of Health	399,101	399,101	415,917	4.2%	0.4%	5.14	Salaries Expenses	352,390 63,527

Account #	Department	FY2023 Appropriated	FY2024 Adopted	FY2024 Recommended	% Change	% of Total	Tax Impact *	Segregations Descriptions	Amount
5001	Hazardous Waste	26,131	26,131	27,438	5.0%	0.0%	0.34	Expenses	27,438
5003	Mosquito Control	42,042	42,042	42,042	0.0%	0.0%	0.52	Expenses	42,042
5400	Bedford Local Transit	63,455	63,455	66,020	4.0%	0.1%	0.82	Salaries Expenses	64,034 1,986
5410	Council on Aging	259,673	259,673	269,509	3.8%	0.2%	3.33	Salaries Expenses Capital Outlay:	249,875 18,541 1,093
5420	Youth & Family Services	543,108	543,108	563,832	3.8%	0.5%	6.96	Salaries Expenses	239,393 324,439
6100	Public Library	1,409,522	1,409,522	1,453,696	3.1%	1.3%	17.95	Salaries Expenses Capital Outlay:	1,135,446 311,250 7,000
6300	Recreation Commission	101,474	101,474	88,000	-13.3%	0.1%	1.09	Salaries	88,000
6910	Historic Preservation Commission	1,333	1,333	1,333	0.0%	0.0%	0.02	Expenses	1,333
TOTAL		105,724,694	105,724,694	109,573,714	3.6%	100.00%	1.353		

Volunteer Opportunities and the Appointment Process

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in Town
- Take charge of a project
- Add to your resume
- Help guide your community

Terms of office vary from one to three years. Committees that have openings as of the printing of the warrant are listed below:

Bedford 300 Exploratory Task Force (3 vacancies)

Bedford Housing Partnership (2 vacancies)

Capital Expenditures Committee (2 vacancies)

Community Media Committee (1 vacancy)

Council on Aging Board (1 vacancy)

Cultural Council (1 vacancy)

Hanscom Area Towns Committee (1 vacancy)

Historic Preservation Commission (1 vacancy)

Municipal Affordable Housing Trust (2 vacancies)

Petitioners' Advisory Committee (2 vacancies)

Appointment Process

If you would like to be a part of our Town government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest. For more information and an electronic version of the volunteer questionnaire, please see bedfordma.gov/vcc.

Town of Bedford Questionnaire for Volunteers

Good Government Depends on You!

Please read about opportunities for volunteer appointments and the process on the previous page.

Name	Date
Address	Occupation
Preferred Phone	E-mail

1. Interested in serving on _____
2. How many meetings have you attended of the committee(s) listed above? _____
3. No. years lived in Bedford: _____ Are you a registered Bedford voter? _____
4. Attended Bedford Town Meeting(s)? _____ If yes, please indicate last year(s) you attended. _____
5. Please describe your background or training from work and/or life experience that relates to your interest in government. _____

6. What Town government experience have you had? _____

7. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)? _____

8. Additional information for the Select Board to consider. (Please add to this form and/or attach a resume as necessary.) _____

9. Do you have any restrictions on your availability to attend committee meetings? _____

10. How do you hear about this vacancy? _____

Feel free to call a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way or by email to townmanager@bedfordma.gov.

Patricia Carluccio 781-275-0645 Joseph Piantedosi 781-275-6077 Kelly Korenak 917-741-9934
 Jennifer Kelley 617-331-1983 Angel Pettitt 917-683-7018

**Town of Bedford
Massachusetts 01730**

**Presorted Standard Mail
Postage Paid
Permit No. 42
Burlington, MA 01803**

**Residential Postal Customer
Bedford, MA 01730**

**Annual Town Meeting
Monday, March 27, 2023 at 6:30 p.m.
Bedford High School Auditorium
Open to All Registered Voters**